



Town of Canmore

2023 Mountain Pine Beetle Control Program

Request for Proposal (RFP)

FOR **Contractor for Fell & Burn of Infested Mountain Pine Beetle Trees**

SUMMARY:

The purpose of this Request for Proposal (RFP) is to seek a qualified contractor to control the spread of Mountain Pine Beetle (MPB) infested trees by felling and burning identified infested trees within the boundaries of the Town of Canmore and the Hamlet of Harvie Heights. At this time, completed Mountain Pine Beetle Ground Survey work relating to this project has identified **63 MBP infested trees** for fall, removal, and burn or other recommended control. Where identified further, additional trees may be added to this Contract once awarded. We anticipate finding 0 - 10 additional trees. These trees will be added to, and form part of, the Contract Document once awarded, to be completed by the stated Contract End Date. All trees are GPS tracked, flagged, and identified on maps. At this time all trees will be felled and burned on site, however, different removal types can be performed pending tree location and most effective removal for that tree. A change in removal type can be posed by the Contractor. The entire project is pending provincial grant approval and funding. This project may or may not move forward if grant funding is not attained. Where partial funding is available, the work will be prioritized, and portions of work performed to meet the approved budget.

REFERENCE NUMBER:	2023- 5482B
CLOSING DATE:	December 04, 2023
CLOSING TIME:	10:00:00 Mountain Time Zone
DATE ISSUED:	November 17, 2023
NOTE:	RESPONSES WILL NOT BE OPENED PUBLICLY



Table of Contents

1.0	INSTRUCTIONS FOR RESPONDING TO THIS REQUEST FOR PROPOSALS	1
2.0	GENERAL CONDITIONS OF RESPONSE	2
2.1	PURPOSE OF THE REQUEST FOR PROPOSAL (RFP).....	2
2.2	SUBMISSION OF RESPONSE TO THE RFP	2
2.3	NO COMMITMENT	3
2.4	LIMITATION OF LIABILITY	3
2.5	ACCEPTANCE OR REJECTION.....	3
2.6	QUESTIONS AND CLARIFICATIONS	4
2.7	DISCREPANCIES IN NUMBERS	4
2.8	CONFIDENTIALITY AND FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT	4
2.9	COST OF PREPARATION	5
2.10	OWNERSHIP OF SUBMISSIONS.....	5
2.11	CLARIFICATION FROM PROPONENTS.....	6
2.12	PROPONENT PERFORMACE	6
2.13	LENGTH OF AGREEMENT.....	6
2.14	FORM OF CONTRACT.....	6
2.15	SERVICES TERMS AND CONDITIONS	6
2.16	STAFF CHANGES.....	7
2.17	NON-ASSIGNMENT	7
2.18	DEPOSITS	7
2.19	TERMS OF PAYMENT	7
2.20	INSURANCE AND WORKERS’ COMPENSATION BOARD REQUIREMENTS	7
2.21	INDEMNIFICATION	8
2.22	INFORMATION SECURITY STANDARDS	9
2.23	DEBRIEFING	9
3.0	PROJECT OVERVIEW AND SCOPE.....	10
3.1	RFP DEFINITIONS	10
3.2	PROJECT DESCRIPTION/DESCRIPTION OF NEED	10
3.3	PROJECT SITE	10
3.4	SCOPE OVERVIEW/SCOPE OF SERVICES	10
3.5	ANTICIPATED PROJECT SCHEDULE.....	12
4.0	RESPONSE REQUIREMENTS AND EVALUATION CRITERIA.....	13
4.1	FORMAT AND OUTLINE OF RESPONSES	13
4.2	PROPOSAL SUBMISSION REQUIREMENTS	13
4.3	EVALUATION PROCESS.....	13
4.4	CONFIDENTIALITY OF EVALUATION	14



4.5	RFP SCHEDULE	14
5.0	SIGNATURE, ACKNOWLEDGMENT AND WAIVER SHEET	15
6.0	APPENDIX A – Bid Form & schedule of quantities and prices.....	Error! Bookmark not defined.
6.1	SCHEDULE OF QUANTITIES AND PRICES.....	21
6.2	WORK SCHEDULE	22
6.3	LIST OF SUBCONTRACTORS AND SUPPLIERS (if any)	22
6.4	PROJECT EXPERIENCE / REFERENCES	22
6.5	FORCE ACCOUNT RATES.....	23
6.6	APPLICABLE TRAINING COURSES / CERTIFICATIONS.....	24
7.0	APPENDIX B – Detailed Specifications of tree removal	16
8.0	APPENDIX C – Data & Maps	26
8.1	2023 Mountain Pine Beetle Removal Data Sheets.....	26
8.2	2023 Mountain Pine Beetle Removal Maps.....	26
9.0	APPENDIX C – reference documents	26
9.1	Mountain Pine Beetle Detection and Management in Alberta' Document (rev 2020)	26

1.0 INSTRUCTIONS FOR RESPONDING TO THIS REQUEST FOR PROPOSALS

1.1.1 **Closing Date and Time: Proposals must be received not later than 10:00:00 hours Mountain Time Zone (Canmore local time) on December 4, 2023.**

1.1.2 Responses are to be delivered to:

Proponents shall submit their proposal to the Town of Canmore by email to the attention of Catherine Charchun, Parks & Cemetery Coordinator at parks@canmore.ca. The proposal document is to be in PDF format only (.pdf) and all components shall be formatted and combined into one file that is attached to the email submission. Responses by facsimile will not be accepted.

1.1.3 **RFP Contact Person:**

For clarification or additional information, Proponents shall **only** contact the person listed below.

Catherine Charchun, Parks & Cemetery Coordinator

Email – catherine.charchun@canmore.ca

See Section 2.0, item 2.6 below for additional information for Questions and Clarifications.

1.1.4 The Town of Canmore may in its sole discretion disqualify responses that do not meet the formatting and other criteria set out in Section 4.0 of this RFP.

1.1.5 Responses must be in English.

1.1.6 Pricing submissions shall be stated in Canadian dollars with Goods and Services Tax (GST) extra.

1.1.7 Each Proponent is solely responsible for ensuring that its response is received at the specified address (physical address or email address) by the specified closing date and time. Strict adherence to the closing date and time will be maintained, and unless the deadline date is extended by issue of Addendum, all responses received after this time and date will be returned unopened.

1.1.8 This Request for Proposals is not a tender and the Town of Canmore does not intend for the laws of competitive bidding to apply.

END OF SECTION 1.0

2.0 GENERAL CONDITIONS OF RESPONSE

2.1 PURPOSE OF THE REQUEST FOR PROPOSAL (RFP)

The Town of Canmore is issuing this Request for Proposal (RFP) to select a qualified contractor for removal of trees identified as infested with Mountain Pine Beetle by the method of fell and burn for the Town of Canmore Mountain Pine Beetle Control Program.

The Town of Canmore reserves the right to modify the terms or cancel the RFP process at any time. The entire project is pending provincial grant approval and funding. This project may or may not move forward if grant funding is not attained. Where partial funding is available, the work will be prioritized, and portions of work performed to meet the approved budget.

2.2 SUBMISSION OF RESPONSE TO THE RFP

2.2.1 By submitting a response to this RFP, each Proponent accepts its terms and conditions. In addition, by submitting its response each Proponent waives all claims, rights, demands and the benefit of any provisions of any statute, rule of law or regulation that might adversely affect the rights of the Town of Canmore under this RFP.

2.2.2 Each Proponent shall make full disclosure of any actual or potential conflict of interest arising from any existing business or personal relationships with any of the following (each, a “Conflicted Person”): (i) any employee of the Town of Canmore; (ii) any member of the Town of Canmore Town Council (councillor); (iii) any board or committee member; (iv) any family member of any such employee, councillor or board/committee member; or (v) any business entity controlled by or otherwise not at arm’s length to any one or more of any such employee, councillor, board/committee member or family member.

Without limiting the foregoing, details should be provided of any direct or indirect pecuniary interest of any Conflicted Person in the supply of the services contemplated by this RFP.

Disclosure of any such actual or potential conflict of interest shall be made in writing with the Proponent’s response.

2.2.3 This RFP and any contracts subsequently entered into as a result hereof shall be governed by the laws of the Province of Alberta and the laws of Canada applicable therein. The courts of the Province of Alberta shall have exclusive jurisdiction over this RFP and any contracts entered into as a result hereof.

2.2.4 Proposal documents must be completed in accordance with the requirements of the Request for Proposal documents and no amendment or change to proposals will be accepted after the closing date and time.

2.2.5 All documents submitted by Proponents in response to this RFP are to remain the property of the Town of Canmore.

2.2.6 Proposals shall be irrevocable for ninety (90) days following the closing of the RFP and the proposals shall be retained by the Town of Canmore.

2.2.7 Proposals shall be signed by an authorized signatory of the Proponent using the Signature and Waiver Sheet in Section 5.0. If the Proponent is an incorporated company, the corporate seal of the Proponent shall be affixed or a certified true copy of a resolution of the corporation naming the person(s) in question as authorized to sign agreements on behalf of the corporation shall be attached to the proposal. Proponents who are sole proprietorships or partners shall sign their RFP response in such a way as to irrevocably bind the Proponent in an authorized manner.

2.3 NO COMMITMENT

- 2.3.1 No commitment on the part of the Town of Canmore shall exist under this RFP unless and until the Proponent receives official written confirmation from the Town of Canmore that it has been selected to complete the work.
- 2.3.2 The entire project is pending provincial grant approval and funding. This project may or may not move forward if grant funding is not attained. Where partial funding is available, the work will be prioritized, and portions of work performed to meet the approved budget.

2.4 LIMITATION OF LIABILITY

- 2.4.1 The Town of Canmore will have no liability to any person or entity for any damages, including, without limitation, direct, indirect, special or punitive damages, arising out of or otherwise relating to this RFP, the Proponent's participation in this RFP process or the Town of Canmore's acts or omissions in connection with the conduct of this RFP process. This limitation applies to all possible claims by a Proponent, whether arising in contract, tort, equity, or otherwise, including, without limitation, any claim for a breach by the Town of Canmore of a duty of fairness or relating to a failure by the Town of Canmore to comply with the terms set forth in this RFP.

2.5 ACCEPTANCE OR REJECTION

- 2.5.1 The Town of Canmore reserves the right to reject any or all responses. Without limiting the generality of the foregoing, the Town of Canmore may reject any response which it deems:
- a) is incomplete, obscure, irregular, unrealistic or noncompliant;
 - b) has erasures, ambiguities, inconsistency or corrections; or
 - c) fails to complete, or provide any information required by, any provision of this RFP.

Further, a response may be rejected on the basis of the Town of Canmore's understanding of the Proponent's past record of work, its general reputation, its financial capabilities, the completion schedule or a failure to comply with any applicable law.

The purpose of the Town of Canmore is to obtain the most suitable responses to the Project and to further the interests of the Town of Canmore and what it wishes to accomplish in carrying out the Project. Therefore, the Town of Canmore has the right to waive any irregularity or insufficiency or noncompliance in any response submitted and to accept the response or responses which it deems most favourable to its interests or to reject all responses and cancel the RFP.

In addition to any rights identified elsewhere in this RFP, the Town of Canmore reserves the right to:

- a) reject any and all responses;
- b) add, delete or change the terms of this RFP at any time prior to the specified closing date and time;
- c) during the evaluation period, seek clarification of any Proponent's response, including consequential amendments, or any additional information from any Proponent;
- d) accept or reject, in whole or in part, any response without giving any reason;

- e) have any documents submitted by the Proponent reviewed and evaluated by any party, including independent Consultants;
- f) cancel the RFP process without penalty at any time for any reason; and
- g) negotiate and enter into an agreement with any Proponent notwithstanding any noncompliance by the Proponent's response with any requirement of this RFP.

The Town of Canmore is the sole and final judge with respect to the selection of any Successful Proponent as a result of this RFP process.

All Proponents submitting a response to this RFP will be advised of the results of the RFP process by email or regular mail. Please allow at least two weeks for responses to be evaluated by the Town of Canmore.

2.6 QUESTIONS AND CLARIFICATIONS

- 2.6.1 Procedural or technical questions shall be submitted in writing and should include references to a specific section and item number.
- 2.6.2 Dependent upon their nature, comments or answers will be returned via email or through an addendum should the information be applicable to all Proponents.
- 2.6.3 Amendments to this RFP will be valid and effective only if confirmed by written addenda. Addenda may be issued during the proposal response period. All addenda become part of the agreement and receipt must be confirmed in the Proponents proposal submission.
- 2.6.4 Any addenda documents will be issued by the same method that this RFP was issued.
- 2.6.5 It is the Proponent's responsibility to clarify the interpretation of any item of this RFP a minimum of 72 hours prior to the stated closing date and time by contacting the Town of Canmore's designate (as above).

2.7 DISCREPANCIES IN NUMBERS

- 2.7.1 In the event of a numerical discrepancy or error in a Proposal, the written number will prevail.
- 2.7.2 In the event of pricing extension errors, the unit price will apply.

2.8 CONFIDENTIALITY AND FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- 2.8.1 All information including, without limitation, any technology of a proprietary or novel nature which is disclosed to a Proponent by the Town of Canmore or a third party as a representative of the Town of Canmore (which information, in addition to the confidentiality requirements hereunder, will be kept confidential by the Proponent in accordance with the terms of its disclosure by such third party) or which is otherwise obtained by the Proponent in connection with this RFP process, other than that which is common knowledge or within the public domain, is the confidential property of the Town of Canmore and must not be disclosed by the Proponent, except to duly authorized representatives of the Town of Canmore. Such confidential information or property is not to be employed other than in connection with responding to this RFP unless otherwise duly authorized by the Town of Canmore in writing. These confidentiality provisions will remain binding obligations on each Proponent following the conclusion of this RFP process until the Town of Canmore reasonably determines that such confidential information referred to herein has become part of the public domain (other than by disclosure or use prohibited herein) and releases the Proponent from its confidentiality obligation. This requirement does not prohibit any Proponent

from complying with an order to provide information or data issued by a court or other authority with proper jurisdiction or to act to correct or report a situation which the Proponent may reasonably believe to endanger the safety or welfare of the public.

2.8.2 The Proponent acknowledges that any information or documents provided by it to the Town of Canmore may be released pursuant to the provisions of the *Freedom of Information and Protection of Privacy Act*. This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documents.

2.8.3 The Town of Canmore acknowledges that a Proponent's response may contain information in the nature of a Proponent's trade secrets or commercial, financial, labour relations, scientific or technical information of or about a Proponent. The Town of Canmore agrees that portions of responses to this RFP which are provided in confidence will be protected from disclosure to the extent permitted by law. The Town of Canmore is bound by the *Freedom of Information and Protection of Privacy Act* (Alberta), as amended from time to time, and all documents submitted to the Town of Canmore will be subject thereto. Each Proponent must identify appropriate parts of its response or other documents submitted to the Town of Canmore as confidential and specify what harm could reasonably be expected from its disclosure; however, the Town of Canmore may not be able to ensure that such parts will not be protected from access.

2.8.4 Proponents are advised that the Town of Canmore will, as necessary, be disclosing the responses on a confidential basis to its employees and advisors who have a need to know in connection with this RFP process for, among other things, the purpose of evaluating and participating in the evaluation of the responses. It is the responsibility of each Proponent to ensure that all personal information provided to the Town of Canmore with respect to the Proponent's personnel and their experience is supplied with the informed consent of such individuals and in accordance with applicable law. By submitting any personal information each Proponent represents and warrants that it has obtained the informed consent of the individuals who are the subject of such information to its collection, use and disclosure for purposes of this RFP response. Also, such individuals are agreeing to the use of such information as part of the RFP evaluation process, for any audit of the procurement process and for contract management and performance purposes.

2.8.5 Proponents in custody or control of records provided to the Proponent by the Town of Canmore records shall abide by the privacy and non-disclosure provisions of the *Freedom of Information and Protection of Privacy Act* respecting these records as if this act applied directly to the Proponent, and shall generally assist the Town in its own compliance with the *Freedom of Information and Protection of Privacy Act* respecting records provided to the Proponent.

2.9 COST OF PREPARATION

2.9.1 Any cost incurred by the Proponent in the preparation of its response to this RFP shall be borne solely by the Proponent.

2.9.2 Shortlisted candidates may be invited to participate in an interview. The Town of Canmore will not pay for the time required or travel expenses incurred to participate in the interview.

2.10 OWNERSHIP OF SUBMISSIONS

2.10.1 All responses submitted to the Town of Canmore become the property of the Town of Canmore and shall not be returned. They will be received and held in confidence by the Town of Canmore, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

2.10.2 Unsuccessful Proponent submissions will be kept as record for the procurement process until two

years after the date of decision for the RFP award.

2.11 CLARIFICATION FROM PROPONENTS

2.11.1 The Town of Canmore reserves the right to seek from any/all Proponents any further clarification it may require on responses submitted pursuant to this RFP.

2.12 PROPONENT PERFORMANCE

2.12.1 The selected Proponent may be evaluated throughout the course of service delivery in connection with any specific work or projects undertaken as a result of any agreement entered into between any Proponent and the Town of Canmore. The Town of Canmore may also conduct periodic reviews/assessments of any selected Proponent, taking into consideration, in addition to specific work related to the project undertaken by the Proponent, ongoing Proponent staff qualifications, experience, training, and staff changes. Any evaluation/assessment will be shared with the Proponent, with the goal of immediate and permanent resolution where concerns have been raised. The Town of Canmore reserves the right to remove from the roster any selected Proponent who has been qualified by this RFP process by way of written notice if, in the sole discretion of the Town of Canmore, based on any on-going or specific evaluation or assessment of the Proponent or its performance of any work, it is deemed to be in the Town of Canmore's best interests.

2.13 LENGTH OF AGREEMENT

2.13.1 This Contract Agreement is intended to encompass the 2023-2024 MPB year and all work to be completed by no later than January 24, 2024.

2.13.2 The Town reserves the right to extend the above-noted timelines to complete any work in progress.

2.13.3 Additional award periods will generally be based on mutual agreement between The Town and the Successful Proponent.

2.14 FORM OF CONTRACT

2.14.1 The Town of Canmore will be issuing a Contract Agreement with Letter of Award to the Successful Proponent to deliver the work described within this RFP.

2.15 SERVICES TERMS AND CONDITIONS

2.15.1 Final agreements with the successful Proponent may consist of any number of the following documents, including all amendments thereto:

- Request for Proposal
- Addenda
- Statement of Scope
- Bid Form
- Letter of Award

- Contract Agreement

2.15.2 The Contract Agreement sets out the terms and conditions of contracting services to the Town of Canmore.

2.15.3 Any inconsistent or conflicting provisions contained within the documents forming the Agreement shall be resolved in the following order:

- Contract Agreement
- Letter of Award
- Statement of Scope
- Appendix B: Bid Form & Schedule of Quantities
- Addenda
- Request for Proposal

2.16 STAFF CHANGES

2.16.1 Staff changes by the successful Proponents will require written approval from The Town prior to any such change, which approval The Town may withhold in its sole discretion. The qualifications and experience of the proposed staff change must be equivalent to or better than the staff proposed in the proposal received. The Town reserves the right, in addition, and without prejudice to any other right or remedy, to immediately terminate the Agreement as a result of the failure by the Successful Proponent to provide the staff proposed.

2.17 NON-ASSIGNMENT

2.17.1 The Successful Proponent will be expected to deliver the work. Neither the contract nor any rights or obligations to perform the work under the contract will be assignable by the Successful Proponent without the prior written consent of the Town of Canmore. The granting of such consent shall be within the sole and unfettered discretion of the Town of Canmore, and based on the terms of this consent may not relieve the Successful Proponent of liability to perform the work. Proponents who anticipate requesting to assign some or all of the contract must notify the Town as part of their responses to this RFP.

2.18 DEPOSITS

2.18.1 The Town of Canmore will not consider the payment of a deposit to the Successful Proponent for the scope of work in this RFP.

2.19 TERMS OF PAYMENT

2.19.1 Invoices will be paid within 28 days from the approval date of the invoice.

2.20 INSURANCE AND WORKERS' COMPENSATION BOARD REQUIREMENTS

2.20.1 Mandatory Eligibility Requirements

As a mandatory eligibility requirement for response to this RFP:

- (a) The Successful Proponent shall carry at all times during the performance of the work General Liability/ Umbrella Liability Insurance with a limit of not less than FIVE MILLION DOLLARS (\$5,000,000) inclusive per occurrence for bodily injury (including death) and damage to property including loss of use thereof. Such insurance shall at a minimum include coverage of broad form property damage, contractual liability, cross liability, completed operations and product liability, forest fire expense endorsement, and such other types of insurance as would be carried by a prudent person performing such contract work and as the Town of Canmore may from time to time require.
- (b) Commercial General Liability insurance policies typically exclude forest fire expense coverage. The contractor must confirm that their coverage is extended to include all sums for prairie and/or forest fire fighting expenses which they shall become obligated to pay by reason of liability imposed upon them. This normally needs to be added on to standard coverage by endorsement, proof of this coverage is required.
- (c) The Successful Proponent shall carry at all times during the performance of the work Automobile Liability Insurance for owned and non-owned automobiles with a limit of not less than FIVE MILLION DOLLARS (\$5,000,000) inclusive per occurrence.
- (d) The Successful Proponent shall at all relevant times carry Workers Compensation Board coverage of either of Alberta or of another AWCBC board that will extend the required amount of coverage to cover the employee outside of their home province. Proponents shall submit their WCB number together with a letter from the appropriate department indicating there are no outstanding fees, fines, claims or debts due on the Successful Proponent's account to the Town of Canmore prior to the commencement of the work.

2.20.2 Responsibilities of Successful Proponent

- (a) The Successful Proponent shall supply insurance coverage and pay all costs and expenses, including premiums relating to the insurance coverage requirements as set out herein, and shall supply the Town of Canmore with a certificate of insurance for all policies on an annual basis. Such policies will include a statement that the coverage shall not be terminated without a prior 30-day written notice to the Town of Canmore.
- (b) The Successful Proponent or their insurer will notify the Town of Canmore at least thirty (30) days prior to any change in insurer, any cancellation of the insurance policy, or any substantial change in the policy or coverage that would materially alter the coverage provided by the Successful Proponent to the Town of Canmore.
- (c) The Successful Proponent shall provide a certificate of insurance for the above-required insurance to the Town of Canmore within five (5) days of notification of award or prior to commencing the work, whichever is sooner.

2.21 INDEMNIFICATION

- 2.21.1 The Successful Proponent agrees to indemnify and save harmless the Town of Canmore, its councillors, officers, agents, representatives, and employees, against all suits or claims, requests, legal action and liability regardless of the nature and expenses sustained from injuries or death or any damages or loss to property as a result of the usage of premises or in the execution of the

Successful Proponent functions arising from this contract except to the extent of the Town of Canmore's gross negligence.

- 2.21.2 At no time will the Town of Canmore be responsible for any injury sustained by the Successful Proponent, their employees or any person on the Town of Canmore's premises, nor will the Town of Canmore be responsible for any loss, including loss of profits or damage caused to the goods of the Successful Proponent, their employees or any other person, including damage to vehicles and their contents, while these goods are on the Town of Canmore's premises or site.
- 2.21.3 The Town of Canmore shall not be liable for any incidental, indirect, special or consequential damages or any loss of use, revenue or profit of the Successful Proponent arising out of or in any way related to this RFP or subsequent contract.

2.22 INFORMATION SECURITY STANDARDS

- 2.22.1 Successful Proponents that provide information technology or web-related services to the Town of Canmore as part of their work on the Project shall be required to comply with the Town of Canmore's Information Security Standards as updated from time to time. These standards may overlap with and are additional to the functional and requirements of the specific Project. The Town of Canmore may require Proponents to demonstrate compliance with these standards as part of the Town's review and evaluation of proposals, quotations and qualifications. If not appended hereto, it is the Proponent's responsibility to request the Information Security Standards and access their ability to comply as part of responding to this request.

2.23 DEBRIEFING

- 2.23.1 The Town of Canmore will offer a debrief to unsuccessful Proponents on request.

END OF SECTION 2.0

3.0 PROJECT OVERVIEW AND SCOPE

3.1 RFP DEFINITIONS

Owner	the Town of Canmore
Project	Mountain Pine Beetle Control Program- Fell & Burn
Proponent	a firm, individual or company who or which intends to submit or submits a Proposal pursuant to this RFP.
Proposal	a submission to the Town of Canmore in response to this RFP.
Successful Proponent	a firm, individual or company with whom the Town of Canmore may decide to initially discuss contract arrangements based upon acceptance of the Proponent's Proposal.
Contractor	the Successful Proponent to whom the Town of Canmore issues a letter or award and contract agreement for the fell & burn of identified trees infested with Mountain Pine Beetle

3.2 PROJECT DESCRIPTION/DESCRIPTION OF NEED

3.2.1 Within the Town of Canmore Corporate Limits & Hamlet of Harvie Heights

3.3 PROJECT SITE

3.3.1 Varying sites within the Town of Canmore Corporate Limits & Hamlet of Harvie Heights, see attached Maps 0-5

3.4 SCOPE OVERVIEW/SCOPE OF SERVICES

3.4.1 GENERAL SCOPE OF WORK

The purpose of this Request for Proposal (RFP) is to seek a qualified contractor to control the spread of Mountain Pine Beetle (MPB) infested trees by falling and burning 63 identified infested trees within the boundaries of the Town of Canmore and the Hamlet of Harvie Heights.

At this time, completed Mountain Pine Beetle Ground Survey work relating to this project has identified 63 MBP infested trees for fall, removal, and burn or other recommended control. Where identified further, additional trees may be added to this Contract once awarded. We anticipate finding 0 - 10 additional trees. These trees will be added to, and form part of, the Contract Document once awarded, to be completed by the stated Contract End Date. All trees are GPS tracked, flagged, and identified on maps. At this time all trees will be felled and burned on site or felled and burned at a burn pit, however, different removal types can be performed pending tree location and most effective removal for that tree. A change in removal type can be posed by the contractor. Evaluation of proposals will be stipulated by the included evaluation matrix as outlined in Section 4 of the RFP. Payment will be as per the Appendix B - Bid Form & Schedule of Quantities and Prices, as per Removal Type, as per Unit Price Per Tree. The entire project is pending provincial grant approval and funding. This project may or may not move forward if grant funding is not attained. Where partial funding is available, the work will be prioritized, and portions of work performed to meet the approved budget.

3.4.2 DUTIES, RESPONSIBILITIES AND DELIVERABLES OF CONTRACTOR

- (a) This proposal is for the supply of all labour, tools, supplies, consumables, equipment, food, accommodations, travel costs, all work expenses and disposal fees to complete the required work as outlined in Appendix B - Detailed Specifications.
- (b) All work shall be carried out in accordance with all Alberta Occupational Health and Safety Regulations and Legislation, applicable to the location and type of work included in this project.
- (c) The contractor shall be designated the Prime Contractor with respect to workplace safety and hazard identification practices and mitigation.
- (d) The contractor will indemnify the Town from liability for any action or cause of action which arises out of the performance of the contractor, or contractor's employees' work, including any action related to health and safety.
- (e) All felling personnel working on the project must be certified by a least one of the following: Alberta Woodland Trainers Association Level 3, Enform Level II-III or British Columbia WCB-BC Faller Training and Certification Level 1A, or equivalent certification. Documentation confirming this certification may be requested by the Town at any time during this Agreement.
- (f) A minimum of one personnel working on the project on site must have wildfire prevention and mitigation experience.
- (g) The contractor shall read, understand, and sign off on the 2023/2024 Town Contractor H&S responsibilities if awarded this Contract.
- (h) The contractor must know and adhere to all relevant Town Policies and Bylaws while conducting the work.
- (i) The contractor is to keep ground disturbance and damage to surrounding trees to a minimum and report any damage or disturbance to trees and grounds. Major ground disturbance may result in remediation of the disturbed grounds.
- (j) The contractor is to not leave any garbage on site. The contractor is to remove from each site all MPB plastic ribbons and dispose of.
- (k) The Town will supply the necessary keys and permission to access work areas where necessary. This may include signing off or site orientations to private properties as required.
- (l) Work cannot take place on a Sunday without prior approval and 72-hour notice to the Town. If it is requested by the Contractor to work on Sunday, the Town of Canmore will obtain the required permits on behalf of the Contractor.
- (m) The contractor may visit infested, marked and GPS tree locations using the corresponding coordinates and maps provided before submitting a bid.
- (n) The contractor shall submit an invoice on the completion of the Work, and within 30 days of the Work being complete. Where work is not completed satisfactorily, the Town reserves the right to withhold or reduce payments to the contractor.
- (o) The awarded contractor will be required to hold a Town of Canmore business license only if they are not solely doing work for the Town of Canmore. If the contractor is from out of Town and is coming to Canmore and only working for the Town, a business license is not required. Information on the cost of a business license may be obtained by the calling the Civic Center reception at (403) 678-1500.

- (p) If a wildfire is caused through any operations or activities conducted within the scope of the Contractual Agreement, the Contractor shall pay the entire cost of suppressing the fire, and the forest and landscape re-vegetation and re-generation costs as determined by the Town of Canmore using adjacent like vegetation conditions within 200m of the incident site, to re-establish the damaged area.

3.4.3 OPTIONS OR EXTENSIONS

There will be an option to extend the contract for an additional one (1) year period up to two (2) times.

3.4.4 SERVICES NOT INCLUDED

- a) This does not include obtaining the required municipal Fire Permits and Noise Allowance Permits as required. The Town of Canmore will obtain these on the Contractors behalf.

3.5 ANTICIPATED PROJECT SCHEDULE

3.5.1 Preferred Schedule

Schedule is preferred, however alternate dates may be proposed if project completion is still within the required end date.

Task	Preferred Date
Project Start Date	December 18 – December 22, 2023
Project End Date	January 8, 2024 - January 24, 2024

END OF SECTION 3.0

4.0 RESPONSE REQUIREMENTS AND EVALUATION CRITERIA

4.1 FORMAT AND OUTLINE OF RESPONSES

Electronic RFP responses are to be on 8.5" x 11" size pages in PDF (.pdf) format only and all components shall be formatted and combined into one file that is inserted into the email submission.

Responses to each section shall be marked with the corresponding letter and number (e.g. A1, A2, etc.).

4.2 PROPOSAL SUBMISSION REQUIREMENTS

Proponents are requested to submit a proposal containing the following:

A. Mandatory Requirements:

- A1 Signed signature and waiver sheet.
- A2 Signed addendum (addenda) if applicable.
- A3 Insurance Requirements: Provide evidence from your insurance company confirming your ability to secure insurance as described in Section 2.20.
- A4 WCB Requirements: Provide evidence of WCB coverage as described in Section 2
- A5 Arborist / Faller Certification: Alberta Woodland Trainers Association Level 3, Enform Level II-III or British Columbia WCB-BC Faller Training and Certification Level 1A, or equivalent certification of all workers on site.

B. Mountain Pine Beetle Training and Experience

Items listed under Section 7.4 & 7.6 Of Appendix B will be referenced for scoring this category

B1 Training will be scored 0 or 5 with 0 representing no training and 5 being formalized training from Alberta Forestry (of at least one worker that will be on site)

B2 Experience will be scored between 0-5 with 0 representing no prior experience with Mountain Pine Beetle, increasing consecutively by year with 5 representing 5+ years of Mountain Pine Beetle specific experience (of at least one worker that will be on site)

A combination of training and experience will present a score out of 10 for this weighted section.

C. Wildfire Control Training and Experience

Items listed under Section 7.4 & 7.6 Of Appendix B will be referenced for scoring this category

C1 Training will be scored 0 or 5 with 0 representing no training and 5 being formalized training from an accredited training facility (of at least one worker that will be on site).

C2 Experience will be scored between 0-5 with 0 representing no prior experience with wildfire control, increasing consecutively by year with 5 representing 5+ years of wildfire control experience (of at least one worker that will be on site).

A combination of training and experience will present a score out of 10 for this weighted section.

D. Price Proposal

Items in Section 7.1 of Appendix B will be referenced for scoring this criterion

4.3 EVALUATION PROCESS

- 4.3.1 Selection of the Successful Proponent pursuant to this RFP will be made on the basis of the Proponent's written response and other factors germane to the Town of Canmore. The responses shall be evaluated based on the matrix shown below.

Evaluation Criteria	Evaluation
A. Mandatory Requirements	Pass / Fail
B. Mountain Pine Beetle Control Training & Experience	25%
C. Wildfire Control Training & Experience	25%
D. Price Proposal	50%

4.3.2 A submission will first be reviewed for compliance with the mandatory requirements of this RFP as listed above. A submission not complying with the criteria may be considered non-compliant and not receive further consideration.

4.4 CONFIDENTIALITY OF EVALUATION

4.4.1 Evaluation scores and rankings are confidential, and apart from identifying the top-ranked Proponent, no details of the submission, score or ranking of any Proponent will be released to any Proponent.

4.5 RFP SCHEDULE

The following schedule has been established for this RFP:

- RFP issued on Town of Canmore website/Alberta Purchasing Connection NOV 17, 2023
- Last day to submit questions to Town of Canmore designate NOV 24, 2023
- Last day for Town of Canmore to issue final addendum NOV 28, 2023
- RFP closing date DEC 4, 2023
- RFP evaluation period DEC 8, 2023
- Letter of award to be issued to Successful Proponent DEC 8, 2023
- Issue Contract Agreement to Successful Proponent DEC 12, 2023

END OF SECTION 4.0



5.0 SIGNATURE, ACKNOWLEDGMENT AND WAIVER SHEET

1. By signing below, the Proponent hereby acknowledges and agrees as follows:
 - (a) Prior to submitting its response to this RFP, the Proponent has obtained from the Town of Canmore and thoroughly reviewed the entirety of the RFP including all addendums hereto and documents incorporated by reference into this RFP.
 - (b) The Proponent has thoroughly reviewed, understands and agrees to be bound by all terms and conditions of this RFP including those in all addendums hereto and documents incorporated by reference into this RFP, unless otherwise waived by the Town of Canmore in its sole discretion and confirmed in writing. The Proponent hereby waives any rights or claims that it was not aware of any document incorporated by reference into this RFP.
 - (c) The Proponent's representative signing below has the full authority to represent the Proponent in all matters relating to the RFP and bind the Proponent to the terms and conditions of this RFP.

Name of Business Entity:	
Complete Address:	
Phone	Website
Email	
Proponent Signature	Affix Corporate Seal:
Title	
Printed Name	
Date	

Notes to Signatories:

Incorporated Proponents should affix a corporate seal to the signature sheet. If an incorporated Proponent does not affix a corporate seal, the Town of Canmore reserves the right to request documentation confirming corporate signing authority in the form of a director's resolution, evidence of current registered officers, or other corporate record.

Unincorporated Proponents must submit proposals signed by individual or legal entity with capacity to execute legal documents and bind the Proponent. The Town of Canmore reserves the right to request documentation confirming individual identities and authority of the signatory to represent the Proponent.

6.0 APPENDIX A – DETAILED SPECIFICATIONS OF TREE REMOVAL

6.1.1 Definitions for use on Appendix B: Bid Form and Schedule of Quantities & Prices

1. Fall, limb and burn on site infested Lodge Pole Pine trees and all limbs. These trees are located in various treed reserves around Town. They are identified as Fall & Burn in the associated spread sheet.
2. Fall, limb, move and burn infested Lodge Pole Pine trees and limbs close to the felling site but away from infrastructure, for safety. These trees are located on or close to residential homes and or other infrastructure or they are a distance away from another fell and burn tree. They will be moved to be burned with another close fell and burn tree.
3. Fall, Limb, Cut and Move to the Burn Pit infested Lodge Pole Pine Trees and limbs. These trees are located in close proximity to private property where they can't be controlled with the use of fire or are on a very steep slope where burning may result in damage to nearby trees, or destabilization of the slope. They need to be felled and moved to a Burn Pit. See map on page 6.
 - Burn Pit #1 in the Palliser area is location off Palliser Trail.
4. Burn Pit: Burn the MPB trees that have been moved to the Burn Pit. The Contractor is to ensure that they have a fire safety crew on site while the pile burns. This should be a onetime burn. A permit to burn is required from the Canmore Fire Department; the Parks Department will assist in attaining this permit for free. The Burn will be pending wind and weather conditions on the day.
5. Fall, Limb, Cut and Peel infested Lodge Pole Pine Trees. These trees are located in close proximity to private property where they can't be controlled with the use of fire. They need to be felled and moved to the adjacent Town lands for peeling. The associated limbs and bark are to be collected and burned on another burn pile, or taken to the burn pit.
6. Limb, cut tree at 12ft from tree base and peel on site infested standing Lodge Pole Pine tree. These trees are located on or in close proximity to private property where they have been designated for wildlife habitat. The associated limbs and bark is to be collected and burned on another burn pile, or taken to the burn pit. These trees are intended to be left as wildlife habitat trees.
7. Fell, Limb, Cut and Chip on site, infested Lodge Pole Pine Trees including limbs. Or Fell, limb, cut, move and chip, where the tree is located on or in close proximity to Private Property, and or weather condition are not feasible for burning. Sprayed chips must not be thicker than 2 inches on the ground or left in piles or clumps.

Burn Pit # 1 (Palliser) - NE of Highway 1 / Palliser Trail

The burn pit is located on Palliser Trail between Benchlands Trail and the Highway 1 overpass east of Harvey Heights. A gate key is available from the Parks department to access the site.



6.1.2 DETAILED SPECIFICATION OF TREE REMOVAL SERVICES

- a) All tree control procedures must be in accordance to the 'Mountain Pine Beetle Detection and Management in Alberta' Document (rev 2020) listed in Appendix C. Training may be delivered by the Province, at a date to be determined, to ensure that all operations meet the Provincial standard for this activity.
- b) The Contractor and or Town may at the time of tree removal or during the Tender process recommend a better Removal Type due to site conditions or other site specific circumstances. If this is approved by the Town, the Removal Type will be adjusted on the Spread Sheet and the new Removal Type and Unit Price Per Tree will be applied as per the Appendix B: Bid Form, Scheduled of Quantities and Prices. Addenda may be added.
- c) All trees were identified by an orange pest control tree ribbon wrapped around the trunk. In some cases, people / residents may have removed the ribbon. Refer to your maps and identified boundaries and/or talk to the Parks Supervisor if unclear.
- d) All infested trees have been identified on corresponding maps and spreadsheets with matching GPS coordinates (Map Datum - NAD 83). See Appendix C, Item 1 2023-2024 MPB Tree Removal Data. Item 2 - MPB 2023-2024 Infested Tree Control Areas, maps 1-5
- e) This Contract includes restrictions on the maximum number of trees permitted in burn piles:
 - a. When burning in the Municipal Reserve away from housing and structures, burn piles may be up to a maximum of 5 trees.
 - b. When burning in the Municipal Reserves adjacent to housing or structures, burn piles may be up to a maximum of 2 trees.
- f) During the control operations, the contractor is responsible for public safety, including cautionary signage, barricades, and monitoring any burns.
- g) Burn site management. The burn sites must be supervised at all times during the burn. The burn sites must be extinguished at the end of the workday before leaving and revisited the next day to insure it stayed fully extinguished. If not burned to specification, it may need to be re-lit and further monitored. Alternately, a contractor may employ staff to work shift to monitor and manage burns through the night, to ensure a full burn. In all cases fires must not be left unattended, while fires burn, we must have contact persons phone number.
- h) During the control operations, trees must be felled and burned in a manner to avoid any damage to any other existing healthy trees, ensuring that there is minimal damage to the natural forest ground cover and small shrubs. The contractor may fell a nearby dead standing Town tree or use an already fallen dead tree to help with the burn of an MPB tree.
- i) Paths and bike trails run throughout the areas. Caution is required when falling trees within 2 tree lengths of a path or trail. No debris or branches should be left on pathways or trails. Caution Signage must be placed in the work area on each end of said trail where work is taking place.
- j) If a tree is located adjacent to a trail the contractor is required to move the tree, limbs and branches to the closest appropriate site, at least 5 meters from the trail, and continue the burn and/or peel or chip.

- k) No burn piles are to take place on top of a paved, gravel or organic pathway / trail, or within 5m of a trail.
- l) Ascertain access to the identified areas keeping in mind to deter any disturbance or damages to the natural forest floor and surrounding existing native plant material such as trees shrubs and turf.
- m) If the contractor suspects they have found infested MPB tree, that was missed by the survey, they are to GPS and tag the tree with flagging tape and report it to the town asap for investigation. If the infestation is confirmed, the contractor will be given authorization to remove the tree and include it as an extra tree to the bid submitted. Compensation will be as per the Unit Price Per tree as specified in the Appendix B: Bid Form & Schedule of Quantities and Pricing, for the Removal Type being performed.
- n) The Parks designate must be informed daily by 9:30am (MT) as to your Zones of work for that day, and how many crews will be working in the field. This is to ensure that communications with the Fire Department and regional fire agencies and the public is kept up to date.

6.1.3 SIGANGE/BARRICADES/ENCLOSURES/ACCESS ROAD SERVICES:

- 1. Supply, install, maintain and move about 2 temporary road signs along main road arteries in the areas where burns are taking place that read “Caution Smoke In Area Do Not Report” or something similar. EG: If burning in the Silvertip area, signs would be placed on Elk Run Boulevard and Silvertip Trail. Signage should have an orange background with black letters and be a minimum size of 24” x 36” in size. Signs can be mounted to an existing roadside pole or post as long as it does not interfere with existing signage.
- 2. Provide temporary barriers as required to protect pedestrian / bikers against injury and damage. Place advisory signage at trail heads/access points to the work site to warn about the work area. Keep gates closed.
- 3. If at any time, infested tree material is stored during the control process, the stored stockpiles of material must have the material cordoned off and signs posted to advise that the material is infested with the Mountain Pine Beetle, and it’s not to be removed. Remove from the site all such signage after the work is complete.
- 4. When accessing private properties utilize the existing access points to the property. If a property owner is home, pay them the courtesy of letting them know what you are doing. The Town representative will communicate with residents that the work is taking place and we need 48 hours notice of working on a residents property in order to inform them.
- 5. The Town will provide and move around at least 1 movable electronic sign trailer advising residents and visitor of the ongoing burn. It will be placed in the areas of time where most burn activities are taking place. This will be moved and provided at the cost of the Town.

6.1.4 QUALITY ASSURANCE

- 1. A minimum of 10% of the tree Fell, Removal and Burn sites shall be internally checked by the Contractor. (The cost of conducting these internal checks is considered to be included in the per-tree price provided in the bid).

- The Internal Quality checks will be performed and verified by the Contractor collecting a GPS point with the person's name and date when the check was performed. This will also be supplied to the Town in Excel format.
- 2. The Town and or Province will inspect about 15 % of the Services completed by the contractor to ensure that work is completed in a satisfactory manner. The Town reserves the right to have the Contractor redo work that is not completed satisfactory.
- 3. An External Quality Inspection designate by Alberta Forestry shall assess a minimum of fifteen (15) % by site or meter of ground survey work. If greater than 10% deficiencies are noted, the Contractor will be asked to rectify the concerns.
- 4. The Town may, at the discretion of the Alberta Forestry designate, terminate or stop any new tree fell, removal and burn until any deficiencies are rectified.
- 5. An overall tolerance of three (3)% missed or excess trees shall be allowed. If in a given period the overall tolerance exceeds three (3)% then a written warning shall be provided. If three written warnings are issued, the Contract may, at the Town's discretion, be terminated. The Town may at any point suspend the Contractors' operations. The Town may require the work to be checked and completed again or terminate the contract. At the request of the Town, additional Quality Assurance (QA) checks may be implemented by Alberta Forestry staff or an Alberta Forestry Designate.
- 6. Any discrepancy between the Contractor and External Quality Inspector shall be fielded by the Alberta Forestry Designate. The Alberta Forestry Designates decision shall be considered final.

I/we acknowledge receipt of the following appendices and have included for the requirements thereof in my/our RFP response: Addendum # _____ to _____.

(Signature)

7.0 APPENDIX B: BID FORM & SCHEDULE OF QUANTITIES AND PRICES

PROJECT 2023 – 5482 B MPB Tree Fall, Removal and Burn

Program

To: **Town of Canmore**

100 Glacier Drive

Canmore, Alberta, T1W 1K8

Telephone: (403) 678-1599

The undersigned Tenderer, having carefully examined the Contract Documents and the locality of the proposed services, and having full knowledge of the services required and of the materials to be furnished and used, hereby agrees to provide all necessary materials, supervision, labour and equipment, and perform and complete all work and fulfill everything as set forth and in strict accordance with the Contract Documents for the prices stated in the Appendix A: Bid Form & Schedule of Quantities and Prices.

The undersigned also agrees:

1. That the Town is in no way obligated to accept this bid.
2. That, should the Bid Form be improperly completed or be incomplete, the Town shall have the right to disqualify and/or reject this bid.
3. That this bid is made without knowledge of the bid prices to be submitted for this work by any other company, firm, or person.
4. That this bid is made without any connection or arrangement with any other company, firm or person having an interest in this bid or in the proposed Contract.
5. At this time, MPB Ground Survey work relating to the Project has identified 63 MBP infested trees for removal. Additional trees will be added to this Contract once awarded. We anticipate finding 0 - 10 additional trees. These trees will be added to and form part of the Contract Document once awarded, to be completed by the stated Contract End Date. All trees will be GPS tracked, flagged and identified on maps, a Removal Type will be added to the spreadsheets, payment will be as per the Appendix A - Bid Form, Schedule of Quantities and Prices, as per Removal Type, as per Unit Price Per Tree.
6. Work to be completed by January 24, 2024.
7. To do all related extra work not reasonably inferable from the Detailed Specification but called for in writing by the Supervisor of Parks or Designate, and to accept as full compensation therefore payment in accordance with the provisions of the Force Account Rates, in the Bid Form.
8. That the estimate of quantities shown in the bid form serves only to provide a basis for comparing bids and that no representations have been made by the Supervisor of Parks that the actual quantities will

even approximately correspond therewith, and further, that the Town has the right to increase or decrease the quantities in any or all items and to eliminate items entirely from the work.

9. That payment for the work done will be made on the basis of the quantities measured in the Bid Form which shall be compensated in full for the work done under the terms of the Contract, exclusive of GST payable by the Owner.

7.1 SCHEDULE OF QUANTITIES AND PRICES

Item #	Removal Type	Description	# of trees (to date)	Price Per Tree	Total
1	Fall & Burn	Fall, limb, and burn MPB trees and limbs on site.	60	\$	\$
2	Move and Burn	Fall, limb, move and burn MPB trees and limbs, close to the felling site.	3	\$	\$
Subtotal Items 1 - 2					\$
GST 5%					\$
Total Tender w/ GST					\$
Alternate Control Prices required for the below items 3 - 8					
3	Burn Pit	Fall, limb, Cut and Move trees and limbs to the Burn Pit	Per Tree	\$	\$
4	Move and Burn	Fall, limb, move and burn MPB trees and limbs, close to the felling site.	Per Tree	\$	\$
5	Burn, Burn Pit	Burn MPB trees located at Burn Pit 1 – Palliser one time burn	One burn		\$
6	Cut & Peel	Fall, limb, cut & peel tree close to the felling site. Limbs and bark to be collected and burned at burn pit.	Per tree	\$	\$
7	Standing Peel	Limb tree, cut tree 12ft up from base & peel standing. Limbs and bark to be collected and burned at burn pit.	Per tree	\$	\$
8	Chip	Chip on site, or move and chip on Towns lands close to felling site.	Per tree	\$	\$



The following Supplements to the Bid Form are included with and form a part of your bid. We understand that the information provided on these forms will be used by the Town during bid analysis.

7.2 WORK SCHEDULE

Provide the following information relative to the Work Schedule in order for the Town to assess our ability to plan the work and respond to critical deadline.

Project Start Date		Daily Start Time	
Project End Date		Daily End Time	
Number of people on the work crew / team?		How teams will be working at any one time?	

7.3 LIST OF SUBCONTRACTORS AND SUPPLIERS (IF ANY)

The following is a list of subcontractors and suppliers who we intend to use or to purchase various items of material indicated, together with the product brand name or the name of the manufacturer of each.

We will alter neither subcontractors nor products nor suppliers from those listed below without the written authorization of the Supervisor of Parks.

Item	Brand Name / Manufacturer	Sub-Contractor / Supplier

7.4 PROJECT EXPERIENCE / REFERENCES

List 3 recent contracts you have completed. Include the company name, contact person and phone number of a person who we can reach to discuss work performance with.

Company Name	Contact Name	Phone Number	Detail of the work



7.5 FORCE ACCOUNT RATES

The following personnel and equipment rates will form the basis of payment for force account work carried out in accordance with **“To do all related extra work not reasonably inferable from the Detailed Specification but called for in writing by the Supervisor of Parks or Designate, and to accept as full compensation therefore payment in accordance with the provisions of the Force Account Rates, in the Bid Form”**. The rates shown are all inclusive. Contractor overhead and profit and, where applicable, subcontractor overhead and profit are included in the rates. (Add additional pages, if necessary.)

7.5.1 Personnel

Occupation / Job Title	Duties	Rate Per Hour – Regular Time	Rate Per Hour – Over time

7.5.2 Equipment

Equipment Type	Make and Model	Rate Per Hour Equipment/ With Operator



7.6 APPLICABLE TRAINING COURSES / CERTIFICATIONS

List all training courses and certifications that employees working on the project have attained and that are current.

Course Name	Date Completed	Who on the team has this training - names

SAFETY: As part of the bid submission, the bidder will supply a copy of relevant Health & Safety documents that the bidder uses to train staff including:

- a) Copies of tree felling, chainsaw use, tree burning on site, driving, emergency response procedure, reporting procedures, incident reporting procedure, hazard identification.
- b) Copy of certifications for fire suppression training and/or wildfire training
- c) Copy of any certifications in relation to Wildlife Sweeps and Mountain Pine Beetle Training
- d) A copy of the Bidders Company in field Emergency Response Plan and emergency contact information.

Date: _____

I/we, _____

(Company Name)

of _____

(Business Address)

I/we have carefully examined all documents prepared for this contract; and hereby offer to furnish all labour, materials, and services for the proper execution and completion of the entire scope of work for **Town of Canmore Mountain Pine Beetle Control Program; Fell & Burn** including all addenda thereto which are acknowledged hereinafter for the above project for the fixed price indicated as follows:

Total proposed fixed price **excluding GST:**

_____ CAD Dollars (\$ _____)

I/we acknowledge receipt of the following Addenda and have included for the requirements thereof in my/our RFP response: Addendum # _____ to _____.

(Signature)

8.0 APPENDIX C – DATA & MAPS

8.1 2023 MOUNTAIN PINE BEETLE REMOVAL DATA SHEETS

8.2 2023 MOUNTAIN PINE BEETLE REMOVAL MAPS

9.0 APPENDIX C – REFERENCE DOCUMENTS

9.1 MOUNTAIN PINE BEETLE DETECTION AND MANAGEMENT IN ALBERTA'
DOCUMENT (REV 2020) SEPARATE DOCUMENT (15 PAGES)